

VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, NOVEMBER 18, 2014
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD

The November 18, 2014 meeting of the Village of Sister Bay Board of Trustees was called to order by Village President Dave Lienau at 6:30 P.M.

Present: Village President Dave Lienau and Trustees John Clove, Scott Baker, Shane Solomon, Pat Duffy, Nora Zacek, and Kathy Enquist.

Staff Members: Finance Director Juliana Neuman and Janal Suppanz, Administrative Assistant. Village Administrator Zeke Jackson was excused.

Others: Laddie Chapman, Steve Jacobson, Christy Sully, Ron Kane, Marge Grutzmacher, Steve Mann, Joe Felhofer, Drew Bickford, Greg Casperson, Curtis Wiltse, and Kim Erzinger.

Approval of minutes as published:

As to the minutes for the October 21, 2014 meeting of the Village Board:

A motion was made by Solomon, seconded by Duffy that the minutes for the October 21, 2014 meeting of the Village Board be approved as presented. Motion carried – All ayes.

Comments and Correspondence

Lienau asked if anyone wished to address a non-agenda item. No one responded.

New Village Board Business

Item No. 1. Preliminary presentation of the 2015 budget:

The proposed 2015 budget for the Village of Sister Bay was properly noticed and a copy of that document was provided to all the Board members. Several standing and ad hoc committees as well as the Finance Committee have recommended that the budget be approved. Neuman indicated that there were some minor amendments made to the budget at the Finance Committee Meeting which took place prior to this meeting, and, therefore, there was a 5.51% overall increase in the levy.

Item No. 2. Public Hearing on the proposed 2015 Annual Budget; Consider a motion to adopt Resolution 302 adopting the 2015 Annual Budget and Capital Improvement Program:

At 6:31 P.M. Lienau called the Public Hearing on the proposed 2015 Annual Budget for the Village of Sister Bay to order. At 6:33 P.M. he asked if anyone wished to comment regarding the budget, and when no one responded he declared that the hearing was officially closed.

A motion was made by Lienau, seconded by Baker that the Village Board accepts the recommendations of several standing and ad hoc committees as well as the Finance Committee and passes and adopts Resolution No. 302, adopting the amended 2015 Budget and Capital Improvement Program for the Village of Sister Bay. Motion carried – All ayes.

Item No. 3. Consider a motion to adopt Resolution No. 298 authorizing the sale of a portion of Parcel No. 181-21-0501A, located at 2362 Mill Road, to the Wisconsin Department of Transportation:

The parcel located at 2362 Mill Road is being considered for 6(f) conversion, and the Parks Committee has recommended that a parking lot be created on it. Subsequent to that

1 recommendation, the Wisconsin Department of Transportation's appraisal of the property came
2 in higher than anticipated. The D.O.T. has a limited amount of funds, and officials from that
3 agency have requested that the Village consider making parking improvements on
4 approximately $\frac{3}{4}$ of the property. The D.O.T. would purchase the property from the Village,
5 add restrictive covenants which require that the parking areas must be for "recreational access",
6 and then turn the property back over to the Village. An applicable Resolution was included in
7 the meeting packets.

8
9 *A motion was made by Lienau, seconded by Duffy that the Village Board accepts the*
10 *recommendation of the Parks Committee and passes and adopts Resolution No. 298*
11 *authorizing the sale of approximately .72 acres of Parcel No. 181-21-0501A, located at 2362*
12 *Mill Road, to the Wisconsin Department of Transportation for 6(f) conversion. Motion carried*
13 *– All ayes.*

14
15 **Item No. 4. Consider a motion to adopt Resolution No. 299 authorizing the sale of a portion**
16 **of Parcel No. 181-21-0501A, located at 2362 Mill Road, to Al and Tara Gokey:**

17 The Finance Committee has recommended that the balance of the property at 2362 Mill Road
18 which is not purchased by the D.O.T. for 6(f) conversion be sold. Any development on that
19 property was to be conditioned upon receipt of "the best offer". Al and Tara Gokey have
20 submitted an offer for \$15,000 cash and have also offered to construct condominiumized
21 restroom/changing room facilities on the land and deed them back to the Village at no cost.
22 The restroom facilities would serve as the public restrooms for the beach once it is expanded
23 and will have a value of approximately \$124,000. The Gokeys' offer is consistent with the
24 appraised value of the property in question, and the Gokeys intend to construct a commercial
25 building on the property. The Finance Committee has recommended that the property not be
26 conveyed to the Gokeys until the \$15,000 has been received and the previously mentioned
27 improvements have actually been dedicated to the Village. A formal site plan as well as
28 architectural drawings will be presented to the Plan Commission at a later date.

29
30 *A motion was made by Clove, seconded by that Solomon that the Village Board accepts the*
31 *recommendation of the Finance Committee and authorizes the sale of approximately .23 acres*
32 *of land at 2362 Mill Road which was not purchased by the D.O.T. for 6(f) conversion to Al*
33 *and Tara Gokey for \$15,000, on the condition that condominiumized restroom/changing room*
34 *facilities which are approved by Village officials are deeded back to the Village at no cost. The*
35 *property shall not be conveyed to the Gokeys until the \$15,000 has been paid and the*
36 *condominiumized restroom facilities have been formally conveyed to the Village. Motion*
37 *carried – All ayes.*

38
39 **Item No. 8. Consider a motion to discuss and act on the recommendations of the**
40 **Administration and Compensation Committee to adopt updated wage and benefit plans:**

41 The Administration and Compensation Committee has recommended a number of changes
42 which are designed to reduce legacy costs going forward with regard to compensation and
43 benefits. Basically if the Committee's recommendations are accepted the Village's share of
44 health care/dental/vision cost sharing will be reduced from 90% to 85%, there will be a
45 reduction in PTO days for new full-time hires, and wages for new hires will be brought into line
46 with a five county regional study. A proposed PTO Policy, as well as an Employee
47 Compensation Pay Rate Schedule and a Marina/Recreation Incentive Plan were included in the
48 meeting packets, and the Board members jointly reviewed those documents. Lienau thanked
49 Joanne Clove and Kelly Hendee for all the assistance they provided with this matter.
50 *During the review process Joanne Clove suggested that the policy be amended in such fashion*

1 *that it states that sick leave balances may not be transferred by or between employees. It was*
2 *the consensus that this shall occur.*

3
4 Joanne also suggested that sick leave accumulated in 2014 be excluded from the reserve
5 bucket.

6
7 Duffy noted that he is "going along with" the proposed PTO Policy against his better judgment
8 and agrees with Joanne that the sick leave accumulated in 2014 should not be included in the
9 reserve bucket.

10
11 Solomon questioned why 2014 is an anomaly, and indicated that it is his contention that if
12 something was promised to the employees it should not be taken away. Lienau agreed and
13 noted that it is quite likely that the sick leave balances will never be used by several of the
14 employees.

15
16 Neuman indicated that a legal opinion had been received from the Village Attorney regarding
17 one of the provisions of the PTO Policy, and the Board immediately convened into closed
18 session.

19
20 **Item No. 5. Consider a motion to convene into closed session pursuant to Wis. Stats.,**
21 **§19.85(1)(c) to discuss personnel and employee benefits:**

22 *At 7:16 P.M. a motion was made by Lienau, seconded by Zacek that the Village Board convene*
23 *into closed session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee*
24 *benefits. A roll call vote was taken on the motion and the Board members voted in the*
25 *following fashion:*

26
27 *Baker – Aye; Clove – Aye; Duffy – Aye;*
28 *Enquist – Aye. Lienau – Aye; Solomon – Aye;*
29 *Zacek – Aye.*

30 *Motion carried.*

31
32 **Item No. 6. Consider a motion to reconvene into Open Session:**

33 *At 7:36 P.M. a motion was made by Clove seconded by Baker that the Board reconvene into*
34 *Open Session. A roll call vote was taken on that motion, and the Board members again voted in*
35 *the following fashion:*

36
37 *Baker – Aye; Clove – Aye; Duffy – Aye;*
38 *Enquist – Aye. Lienau – Aye; Solomon – Aye;*
39 *Zacek – Aye.*

40 *Motion carried.*

41
42 **Item No. 7. Consider a motion to take action, if required:**

43 *No formal action was taken.*

44
45 **Continuation of Item No. 8. Consider a motion to discuss and act on the recommendations of**
46 **the Administration and Compensation Committee to adopt updated wage and benefit plans:**

47 *Joanne Clove noted that the proposed PTO policy states that PTO must be scheduled in*
48 *advance in increments of at least two hours and approved by the Department Head, except for*
49 *cases of illness or emergency. She now believes that time limit should be changed to one hour*
50 *as there are instances where employees have appointments right in Sister Bay or only want to*

1 *leave a bit early. It was the consensus that this amendment would also be acceptable.*

2
3 *A motion was made by Baker, seconded by Clove that the Village Board accepts the*
4 *recommendation of the Administration and Compensation Committee and adopts the PTO*
5 *Policy as well as the Employee Compensation Pay Rate Schedule and the Marina/Recreation*
6 *Incentive Plan which were included in the meeting packets as amended.*

7
8 *Motion carried – All ayes.*

9
10 **Item No. 9. Consider a motion to act on the recommendation of the Plan Commission and**
11 **approve Ordinance No. 233, amending §66.0323(10) of the Zoning Code for the Village of**
12 **Sister Bay – Calculations in the B-3 District:**

13 For months the Plan Commission has been working with the property owners who will be
14 negatively impacted by the Bay Shore Drive Reconstruction Project. (A portion of those
15 individuals' properties will be purchased by the D.O.T. for right-of-way purposes, but as a
16 result of the purchases the properties will become less developable, or, or in some instances
17 non-conforming.) A draft of Ordinance No. 231, which amends §66.0323 of the Zoning Code,
18 was included in the meeting packets and the Board members jointly reviewed that document.
19 Basically §66.0323(10) will be created, which states, "Lots shall count rights-of-way to the
20 centerline for purposes of calculating area, setbacks and open space."

21
22 *A motion was made by Lienau, seconded by Solomon that the Village Board accepts the*
23 *recommendation of the Plan Commission and approves Ordinance No. 233, which amends*
24 *§66.0323 of the Zoning Code, as presented. Motion carried – All ayes.*

25
26 **Item No. 10. Consider a motion to adopt Resolution No. 300, authorizing \$400,000 in new**
27 **debt for financing of the Beach Project:**

28 The Sister Bay Beach Expansion Project has been contemplated for many years and bids were
29 let for that project on two occasions. In the first round of bidding the apparent low bid was
30 approximately \$1.6 million. All those bids were rejected. After contract modification a second
31 round of bidding ensued. The low bidder, Death's Door Marine, LLC, submitted a bid of
32 approximately \$1.2 million. The Village has been successful in acquiring approximately
33 \$522,000 in grant funding for the project, thereby reducing the overall sum needed from the
34 General Fund. Provided that all other financial variables remain constant, asset sales occur, and
35 the grant funds are received \$400,000 should be needed to complete the project. A draft of an
36 application Resolution was included in the meeting packets, and the Board members jointly
37 reviewed that document.

38
39 *A motion was made by Lienau, seconded by Clove that the Village Board accepts the*
40 *recommendation of the Finance Committee and passes and adopts Resolution No. 300, which*
41 *authorizes the borrowing of \$400,000 from Baylake Bank for the Beach Expansion Project.*
42 *Motion carried – All ayes.*

43
44 **Item No. 11. Consider a motion to adopt Resolution No. 301, authorizing a swap of the Old**
45 **Ball Field Property and adjacent parcels with the Johnson family:**

46 In June of 2013 the Village Board approved a swap of land with Mike Johnson, but to date that
47 transaction has not been finalized. (Johnson had expressed interest in swapping two of his lots
48 on Jungwirth Court for 1.87 acres of the Old Ball Field Property on Jungwirth Court.) Before the
49 swap can take place Johnson will be required to satisfy a number of conditions, and an
50 applicable Land Exchange Agreement as well as Resolution No. 301 were included in the

1 meeting packets.

2
3 *Clove questioned what the required size of the double Cedar hedge will be, and it was the*
4 *consensus that the Land Exchange Agreement shall be amended in such fashion that a specific*
5 *hedge size is delineated.*

6
7 *A motion was made by Solomon, seconded by Zacek that the Village Board formalizes a*
8 *previous motion which was made in June of 2013, and passes and adopts Resolution No. 301*
9 *authorizing the exchange of a portion of Parcel No. 181-00-05312833D which is owned by the*
10 *Village of Sister Bay, for Parcel Number 181-00-06312844X2 and Parcel Number 181-00-*
11 *06312844X3 which are owned by Michael J. Johnson, as presented. The Land Exchange*
12 *Agreement which is attached to Resolution No. 301 shall be amended in such fashion that a*
13 *specific hedge size is delineated. Motion carried – All ayes.*

14
15 *At 7:54 P.M. a brief recess was taken.*

16
17 *Solomon, who is the Chair of the Finance Committee, noted that that committee would have to*
18 *reconvene for a short period of time to address one more issue. That meeting concluded at 8:01*
19 *P.M., at which time the Village Board Meeting resumed.*

20
21 **Item No. 12. Consider a motion to adopt Resolution No. 303, authorizing the sale of**
22 **approximately 3.27 acres of the Old Ball Field to Premier Real Estate:**

23 *For at least nine months a “For Sale” sign has been displayed on the Old Ball Field Property at*
24 *the intersection of Jungwirth Court and N. Highland Road. (That property consists of*
25 *approximately 3.27 acres of land.) Premier Real Estate Management has submitted an Offer to*
26 *Purchase, and representatives of that company have informed Jackson that they would like to*
27 *construct luxury Swedish-style apartments on the property. A draft of an applicable Resolution,*
28 *which authorizes the sale of the property to Premier Real Estate, was included in the meeting*
29 *packets, and the Board members jointly reviewed that document.*

30
31 *A motion was made by Clove, seconded by Baker that the Village Board passes and adopts*
32 *Resolution No. 303, which authorizes the sale of approximately 3.27 acres of Village owned*
33 *property which is located at the intersection of Jungwirth Court and N. Highland Road to*
34 *Premier Real Estate Management, LLC for \$85,800. That property is commonly referred to as*
35 *“The Old Ballfield Property”. Motion carried – All ayes.*

36
37 **Item No. 13. Consider a motion to confirm and appoint President Lienau’s nomination of a**
38 **qualified citizen to fill vacancies on committees, commissions and boards in the Village of**
39 **Sister Bay:**

40 *Lienau indicated that he would like to nominate Tara Gokey, who is the Executive Director of*
41 *Green Bay’s Downtown Redevelopment Committee, to serve as a member of the Marketing*
42 *Committee.*

43
44 *A motion was made by Zacek, seconded by Duffy that the Village Board confirms President*
45 *Lienau’s nomination of Tara Gokey to serve on the Marketing Committee. Motion carried – All*
46 *ayes.*

47
48 **Item No. 14. Report on County activities from the County Supervisor, Dave Lienau:**

49 *Lienau noted that the County Board did approve the County’s budget for 2015.*
50

Item No. 15. Review of the financial statements and consideration of a motion to approve the monthly bills:

Payment Approval Reports for the period October 22, 2014 through November 18, 2014 as well as a Revenues Compared To Budget Report for the ten month period ending October 31, 2014 were included in the meeting packets, and the Board members jointly reviewed those documents.

A motion was made by Lienau, seconded by Baker that the monthly bills depicted on the reports which were included in the meeting packets totaling \$228,761.02 are all approved. Motion carried – All ayes.

Committee Reports:

(1) Administrative Committee/Public Relations Committee

The Administrative Committee/Public Relations Committee met and formulated the previously mentioned Marketing Committee nomination.

(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee

No action based on the minutes which were included in the meeting packets.

(3) Communication and Technology Committee

The Communication and Technology Committee has not met recently.

(4) Door County Coastal Byways Commission

No action based on the minutes which were included in the meeting packets.

(5) DCEDC

No action based on the minutes which were included in the meeting packets. The DCEDC met on November 11, 2014 and at that meeting the Coast Guard City plaque was unveiled. The DCEDC budget for 2015 was also reviewed.

(6) Economic Development Committee

The Economic Development Committee has not met recently.

(7) Finance Committee

No action based on the minutes which were included in the meeting packets. Keith Garot has asked that Phase I of his development plan be approved and will be pursuing financing through the Village in the amount of approximately \$606,000. Those funds will be used for infrastructure improvements. Garot anticipates that the loan will be paid off in four years.

(8) Fire Board and Fire District Exploratory Committee:

The Fire Board and Fire District Exploratory Committee have not met recently.

(9) Historical Society

The Historical Society Board of Directors met on November 6, 2014 but the minutes for that meeting have not been completed yet.

(10) Library Commission

No action based on the minutes which were included in the meeting packets. Winter hours are now in effect. The Commission will not be meeting in December.

(11) Marina Committee and Marina Fest Committee:

No action based on the minutes which were included in the meeting packets. The Marina Committee did not meet in November.

The Marina Fest Committee has not met recently. Solomon is happy to report that Marina Fest basically broke even, but there is a possibility that more bills could be coming in. Work will continue on growing Marina Fest and making it a "bigger and better" event.

(12) Parks

No action based on the minutes which were included in the meeting packets.

(13) Personnel Committee

The Personnel Committee has not met recently.

(14) Plan Commission

No action based on the minutes which were included in the meeting packets.

(15) SBAA

No action based on the minutes which were included in the meeting packets. Drew Bickford was recently elected President of the SBAA and Ron Kane will serve as the Vice-President.

A Fall Fest follow-up meeting was conducted on November 11, 2014. Only a few members of the SBAA attended that meeting.

(16) Teen Center

The Teen Center Board has not met recently.

(17) Tourism Zone Commission

The Tourism Zone Commission will be meeting at 9:00 A.M. on Thursday, November 20, 2014.

(18) Utilities – Water, Sewer, and Storm Sewer Committees

The Utilities Committee and the Water, Sewer and Storm Sewer Committees have not met recently.

(19) Administration/Compensation Oversight

No action based on the minutes which were included in the meeting packets.

(20) Waterfront Oversight

The Waterfront Oversight Committee has not met recently.

(21) Marketing Committee

The Marketing Committee met for the first time this morning. A lot of good conversation took place at that meeting and things appear to be going well. The Committee will be focusing on marketing which can be done to bring people to the Village during the construction period. The next meeting of the Marketing Committee has been scheduled for December 11, 2014 at 8:30 A.M.

Several of the Board members noted that it was their understanding that the purpose of creation of the Marketing Committee and provision of \$50,000 was to focus on scheduling and planning

1 of a large kick-off event, possibly a reggae festival, at the Performance Pavilion.

2
3 Solomon voiced concerns about scheduling such an event when construction work is going on,
4 the suggestion was made that as soon as a date has been established for the festival the
5 contractor working on the Beach Project shall be informed of that fact.

6
7 **16. Discussion regarding matters to be placed on a future agenda or referred to a committee,**
8 **official or employee:**

9 It was the consensus that the Village Administrator shall see that:

10
11 *A. The PTO Policy is amended in such fashion that it states that:*

- 12 • *Sick leave balances may not be transferred by or between employees; and,*
13 • *PTO must be scheduled in advance in increments of at least one hour and*
14 *approved by the Department Head except for cases of illness or emergency.*

15
16 *B. The Land Exchange Agreement which will be entered into with Mike Johnson is*
17 *amended in such fashion that it delineates a required size for the Cedar hedge.*
18

19 **Adjournment:**

20 *A motion was made by Baker, seconded by Clove to adjourn the meeting of the Board of*
21 *Trustees at 9:10 P.M. Motion carried – All ayes,*

22
23 Respectfully submitted,

24 

25 Janal Suppanz,
26 Administrative Assistant
27